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PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF SPORTS AND YOUTH SERVICES
NOTIFICATION

The 19th August, 2024

No.G.S.R.33/Const./Art.309/Amd.(1)/2024.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab State Sports (Group-'A') Service Rules, 2023 namely :-

RULES

1. (1) These rules may be called the Punjab State Sports (Group 'A') Service (First Amendment) Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab State Sports (Group-'A') Service Rules, 2023, for **APPENDIX 'A',** the following shall be substituted, namely:-

APPENDIX 'A'

(see rules 1(3), 3 and 5)

Serial Number	Designation of the Posts	Number of posts			Scale of the pay	Scale of the pay for the member of service recruited on or after 17.07.2020
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Director Sports	01	--	01	As may be approved by the Government from time to time.	
2.	Joint Director Sports	02	-	02	67400-201200 (Level-21)	47600 (Level-8)
3.	System Manager	01	--	01	On Deputation from the Department of Governance Reforms	On Deputation from the Department of Governance Reforms

4.	Deputy Director Sports	04	--	04	53600-170100 (Level-17)	--
5.	Superintendent, Grade-1	02	--	02	48700-154300 (Level-16)	--
6.	Section Officer	01	-	01	On Deputation from the Department of Finance	On Deputation from the Department of Finance
7.	Assistant Director Sports or District Sports Officer	27	--	27	48700-154300 (Level-16)	35400/- (Level-6)

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/8-2024/Pb. Govt. Press, S.A.S. Nagar.

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No.G.S.R. 34/Const./Art.309/Amd.(1)/2024.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab State Sports (Group-'B') Service Rules, 2023 namely :-

RULES

1. (1) These rules may be called the Punjab State Sports (Group 'B') Service (First Amendment) Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab State Sports (Group-'B') Service Rules, 2023 for Appendices 'A', 'B' and 'C', the following shall be substituted as under:-

APPENDIX 'A'

(see rules 1, 3 and 5)

Serial Number	Designation of the posts	Number of posts			Scale of the pay	Scale of the pay for the member of service recruited on or after 17.07.2020
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1	Superintendent Grade-2	01	--	01	43000-136000 (Level-12)	--

2	Senior Auditor	01	--	01	43000-136000 (Level-12)	--
3	Store Supervisor	01	--	01	38500-122700 (Level-11)	--
4	Senior Assistant	38	--	38	38500-122700 (Level-11)	35400 (Level-6)
5	Technical Assistant	03	--	03	On Deputation from the Department of Governance Reforms	On Deputation from the Department of Governance Reforms
6	Senior Scale Stenographer	01	--	01	38500-122700 (Level-11)	--
7	Senior Coach	66	--	66	43000-136000 (Level-12)	--
8	Coach	190	--	190	38500-122700 (Level-11)	--

The Game wise breakup of posts of coaches and senior coaches is specified in Annexure 'I'.

APPENDIX 'B'

(see rule 6)

Serial Number	Designation of the posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Superintendent Grade-2	--	hundred percent	--	From amongst the Senior Assistants working under the control of the Director who have an experience of working as such for a minimum period of six years.
2	Senior Auditor	--	hundred percent	--	From amongst the Senior Assistants working under the control of the Director who have an experience of working as such for a minimum period of six years.

3	Store Supervisor	--	hundred percent	--	From amongst the Senior Assistants working under the control of Director who have an experience of working as such for a minimum period of six years.
4	Senior Assistant	five percent	ninety-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
5	Technical Assistant	hundred percent	--	On Deputation from the Department of Governance Reforms.	
6	Senior Scale Stenographer	--	hundred percent	--	As specified in the Punjab Civil Services (General and Common Conditions of Service)

					Rules, 1994 as amended from time to time.
7	Senior Coach	--	hundred percent	--	From amongst the Coaches working under the control of the Director who have an experience of working as such for a minimum period of five years.
8	Coach	--	hundred percent	--	From amongst the Junior Coaches working under the control of the Director who have an experience of working as such for a minimum period of five years.

APPENDIX 'C'

(see Rule 7)

Sr. No.	Name of the Post	Nature of Penalty/or Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
		MINOR PENALTIES		
1	Superintendent Grade – 2	(i) Censure	Director	Administrative Secretary
2	System Manager	(ii)Withholding of his promotions.		
3	Senior Auditor	(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach or orders.		
4	Store Supervisor			
5	Senior Assistant			
6	Senior Scale Stenographer			
7	Senior Coach			
8	Coach	(iv) Withholding of increments of pay.		
		MAJOR PENALTIES.		
		(v) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay.	Administrative Secretary	Minister Incharge

		(vi) Reduction of a lower time scale of pay, grade post, or service which shall ordinarily be a bar to the promotions of Government employee to the time scale of pay grade post or service from which he was reduced with or without further directions, regarding conditions of restoration to that grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service. (vii) Compulsory retirement. (viii) Removal from service which shall not be a disqualification for further employment under the Government. (ix) Dismissal from service which shall ordinarily be disqualification for further employment under the Government.		

The breakup posts amongst various games is **Schedule-I.**

Schedule-I

Coaches Game wise breakup is as follows:-

Serial Numer	Game	Coach	Senior Coach	Total
1.	Athletics	12	05	**17**
2.	Archery	03	01	**04**
3.	Badminton	08	03	**11**
4.	Basketball	12	04	**16**
5.	Boxing	09	04	**13**
6.	Body Building	03	01	**04**
7.	Cricket	03	01	**04**
8.	Cycling	02	01	**03**
9.	Canoeing	02	01	**03**
10.	Equestrian	02	01	**03**
11.	Foot Ball	12	04	**16**
12.	Fencing	04	01	**05**
13.	Gymnastic	09	03	**12**
14.	Hand Ball	06	02	**08**
15.	Hockey	10	04	**14**
16.	Judo	04	01	**05**
17.	Kabaddi	04	01	**05**
18.	KhoKho	03	01	**04**
19.	Lawn Tennis	04	01	**05**
20.	Net Ball	03	01	**04**
21.	Power Lifting	04	01	**05**
22.	Rowing	03	01	**04**
23.	Roller Skating	06	02	**08**
24.	Swimming	13	05	**18**
25.	Shooting	06	02	**08**
26.	Soft Ball	03	01	**04**
27.	Table Tennis	07	02	**09**
28.	Volley Ball	12	04	**16**
29.	Weight Lifting	09	03	**12**
30.	Wrestling	12	04	**16**
	Total	190	66	**256**

SARVJIT SINGH
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/8-2024/Pb. Govt. Press, S.A.S. Nagar

Part III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No.G.S.R.35/Const./Art.309/Amd.(1)/2024.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab State Sports (Group-'C') Service Rules, 2023, namely :-

RULES

1. (1) These rules may be called the Punjab State Sports (Group 'C') Service (First Amendment) Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab State Sports (Group 'C') Service Rules, 2023, (hereinafter referred to as the said rules), in Appendix 'A', under column 3 and 5, in serial number 1, for the figures "273", the figures "358" shall be substituted. The breakup posts amongst various games is Annexure 'A'.

3. In the said rules, in Appendix 'B', for serial number 01 and the entries relating thereto, the following shall be substituted, namely:-

Serial No.	Designation of the post	**Percentage for appointment by**		**Qualification and experience for appointment by**	
		Direct Appointment	**Promotion**	**Direct appointment**	**Promotion**
1	2	**3**	**4**	**5**	**6**
01.	Junior Coach	**hundred percent**	---	(i) Should be a Graduate from a recognized university or institution; and (ii) Should be a Diploma holder in Coaching from the National Institute of Sports (NIS): Provided that in case of games in which regular courses are not available at National Institute of Sports, candidate should possess Diploma in Physical Education from a recognized university or institution and	----

				possess Diploma in Physical Education from a recognized university or institution and Should be a medal winner in National Games or Senior National Championship organized by Indian Olympic Association or concerned National Sports Federation or Association recognized or affiliated to Indian Olympic Association or Medal winner in All India Inter- University.	

4.Method of Appointment :

(i) Only those candidates who qualify the physical eligibility test shall be eligible for written test.

(ii) Criteria for Physical Eligibility Test – It is a qualifying test wherein the candidates must complete any three of the five test components specified in the table below:

Male:

(a) 30 meter Flying Start (for speed) (5 sec)

(b) Standing broad jump (for explosive strength) (1.40 meter)

(c) Shuttle run 6X10 meter (for agility) (17.50 sec)

(d) Bend & reach (for flexibility) (2 cm)

(e) 1600 meter running (8 minutes)

Female:

(a) 30 metre Flying Start (for speed) (5.80 sec)

(b) Standing broad jump (for explosive strength) (1.20 metre)

(c) Shuttle run 6x10 metre (for agility) (18.50 sec)

(d) Bend & reach (for flexibility) (2 cm)

(e) 1600 metre running (9 minutes 30 second)

(iii) Combined Merit- Weightage for recruiting candidates shall be as follows component:

A) Written Test: Weightage -70%

B) Sports Weightage -30% Sports Achievement based on gradation issued by the, Department of Sports.

Serial Number	Grade	Marks
1	A	30
2	B	25
3	C	10
4	D	5

Note I: The above sports achievement weightage shall have no effect on the recruitment of candidates applying under sports quota. For these candidates, the Punjab Sportsmen Recruitment Rules 1988, as amended from time to time, shall remain applicable.

Note II: In case of multiple gradation certificates, a candidate shall be given weightage for the higher gradation certificate only.

Annexure 'A'

Game wise breakup is as follows:-

Serial Number	Game	Junior Coach
1.	Athletics	24
2.	Archery	06
3.	Badminton	16
4.	Basketball	22
5.	Boxing	18
6.	Body Building	06
7.	Cricket	08
8.	Cycling	05
9.	Canoeing	05
10.	Equestrian	03
11.	Foot Ball	22
12.	Fencing	07
13.	Gymnastic	16
14.	Hand Ball	10
15.	Hockey	20
16.	Judo	08
17.	Kabaddi	08
18.	KhoKho	05
19.	Lawn Tennis	07
20.	Net Ball	06
21.	Power Lifting	07
22.	Rowing	05
23.	Roller Skating	12
24.	Swimming	23
25.	Shooting	12
26.	Soft Ball	06
27.	Table Tennis	12
28.	Volley Ball	22
29.	Weight Lifting	16
30.	Wrestling	21
	Total	358

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

Part III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No. G.S.R. 36/Const./Art.309/2024.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Sports Medical Cadre (Group A) Service Rules, namely :-

RULES

1. **Short title, commencement and application.–**(1) These rules may be called the Punjab Sports Medical Cadre (Group A) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.**-(i) In these rules , unless the context otherwise requires, -

(a) "Appendix" means an appendix appended to these rules;

(b) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(c) "Director" means the Director of Sports Medicine Service Cadre;

(d) "Government" means the Government of Punjab in the Department of Sports and Youth Services; and

(e) "Service" means the Punjab Sports Medical Cadre Service.

(ii) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts**.- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.**- Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.-The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time and the selection system, pay and allowances shall be equivalent to the Punjab Civil Medical Services (PCMS). The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India. (with protection of last pay drawn). Appointment of the Director, the Joint Director and the Deputy Director by re-appointment is to be reviewed after 10 years from date of notification of these rules.

(2) The Ex-service staffs or officials from military or paramilitary or central institutions may be appointed directly by the Government.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone:

Provided that the promotion to the post of Director, shall be made on merit-cum-seniority basis.

7. Retirement age: 58 years. 62 years in case of those running academic courses.

8. Discipline, punishment and appeal – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified

in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C' .

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994-- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

10. Interpretation - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'
(see rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay for the members of the service recruited on or after 17.07.2020.
		Permanent	Total	
1	2	3	5	6
1.	Director	01	01	(level 14) 144200/-
2.	Joint Director	01	01	(level 13A) 113100/-
3.	Deputy Director	01	01	(level 12) 78800/-
4.	Sports Medicine specialist	13	13	(level 9) 53,100/-

APPENDIX 'B'

(see rule 6)

Serial Number	Designation of the posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	**Promotion**	**Direct Appointment**	**Promotion**
1	**2**	**3**	**4**	**5**	**6**
01.	Director	---	hundred percent	---	From amongst the Joint Director who have an experience of working as such for a minimum period of five years. If no candidate is available by promotion, then, appointment may be made by transfer or reappointment from State Government or Government of India from amongst the medical officers having degree of MBBS and PGDSM/MD in Sports medicine and working in analogous post or in the pay level of 14 or in the pay level of 13A for minimum period of two years.
02.	Joint Director	---	hundred percent	---	From amongst the Deputy Director who have an experience

					of working as such for a minimum period of seven years.
					If no candidate is available by promotion, then, appointment may be made by transfer or reappointment from State Government or Government of India from amongst the medical officers having degree of MBBS and PGDSM/MD in Sports medicine and working in analogous post or in pay level of 13 A or in the pay level of 13 for minimum three years.
03.	Deputy Director	---	hundred percent	---	From amongst the Sports Medicine Specialist who have an experience of working as such for a minimum period of ten years.
					If no candidate is available by promotion, then, appointment may be made by transfer or reappointment from State Government or Government of India from amongst the

					medical officers having degree of MBBS and PGDSM/MD in Sports medicine and working in analogous post in the pay level 12 or in the pay level of 11 for minimum four years.
04.	Sports Medicine Specialist	hundred percent	---	1) MBBS and PGDSM/MD with minimum period of one year of experience in sports medicine from recognized university or institution or any equivalent degree recognized by the medical council of India; and 2) Registered with the Punjab medical Council or with any duly constituted medical council in India.	---

APPENDIX 'C'

(see rule 7)

Serial Number	Name of the Post	Nature of Penalty/or Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Director Sports Medicine	Major and Minor Penalties	Administrative Secretary	Minister Incharge
		MINOR PENALTIES		
2 3 4	Joint Director Sports Medicine Deputy Director Sports Medicine Sports Medicine specialist	(i) Censure (ii)Withholding of his promotions. (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by him to the Government by negligence or breach or orders. (iv) Withholding of increments of pay.	Administrative Secretary	Minister Incharge
		MAJOR PENALTIES. (v) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay. (vi) Reduction of a lower time scale of pay, grade post, or service which shall ordinarily be a bar to the promotions of Government employee to the time scale of pay grade post or service		

		from which he was reduced with or without further directions, regarding conditions of restoration to that grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service. (vii) Compulsory retirement. (viii) Removal from service which shall not be a disqualification for further employment under the Government. (ix) Dismissal from service which shall ordinarily be disqualification for further employment under the Government.		

APPENDIX 'D'
[See rule 8]
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4][Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

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[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc. –** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

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[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination**- Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance**- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1]Amended vide Punjab Government Notification No. G.S.R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A**. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer**- No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and

(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services-**

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion –** In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation –** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

‘ ‘ APPENDIX"

(See rule 2)

Group ‘ A’ : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ‘ A’ .

Group ‘ B’ : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group ‘ C’ : Posts in initial entry revised scales of **pay** with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No.G.S.R.37/Const./Art.309/2024.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Sports Medical Cadre (Group B)Service Rules, namely :-

RULES

1. **Short title, commencement and application.–**(1) These rules may be called the Punjab Sports Medical Cadre (Group B) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.–**(i) In these rules , unless the context otherwise requires, -

(a) "Appendix" means an appendix appended to these rules;

(b) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(c) "Director" means the Director of Sports Medicine, Punjab;

(d) "Government" means the Government of Punjab in the Department of Sports and Youth Services; and

(e) "Service" means the Punjab Sports Medical Cadre Service.

(ii) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.–** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.–** Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.–The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time and the selection system, pay and allowances shall be equivalent to the Punjab Civil Medical Services (PCMS). The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.– (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) The Ex-service staffs or officials from military or paramilitary or central institutions may be appointed directly by the Government.

(3) Member of service in Appendix 'B' appointment under rule 6 para (ii)may be made provisionally on the basis of experience certificate from Sports Medicine In-charge Doctor that the official has requisite practical knowledge and experience.

However, the official shall be required to get necessary educational qualification within the minimum period required for the same, along with an additional grace period of two years, failing which the provisional appointment shall stand terminated. Upon obtaining the requisite educational qualification, the provisional appointment shall converted to "appointment on regular basis" with effect from the date of declaration of result by the recognized university or institution.

(iv) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Retirement age: 58 years. 62 years in case of those running academic courses.

8. Discipline, punishment and appeal.– (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C' .

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.– (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

10. Interpretation.– If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'
(see rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay for the members of the Service recruited on or after 17.07.2020.
		Permanent	Total	
1	2	3	5	6
1.	Sports Nutritionist	01	01	(level 6) 35400/-
2.	Sports Psychologist	01	01	(level 6) 35400/-
3.	Yoga Expert	01	01	(level 6) 35400/-
4.	Physical Sports Trainer	13	13	(level 6) 35400/-

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	**Promotion**	**Direct Appointment**	**Promotion**
1	**2**	**3**	**4**	**5**	**6**
01.	Sports Nutritionist	hundred percent	---	(1) Bachelor's degree in Nutrition and Dietetics from a recognized university or an institution with two years experience of working in sports Nutrition; or (2) Masters in sports Nutrition from recognized university or an institution as a full time regular candidate.	---
02.	Sports Psychologist	hundred percent	---	(1) Bachelor's Degree in Psychology from a recognized university or an institution with two years experience in sports Psychology; Or	---

				(2) Masters Degree in Sports Psychology	
03.	Yoga Expert	hundred percent	---	(1) Bachelor's Degree in Yoga from a recognized university or an institution or any equivalent; (2) Minimum period of one year experience as a Yoga Tutor.	---
04.	Physical Sports Trainer	hundred percent	---	(1) Bachelor's Degree in Physical Education and Sports from recognized university or institution or equivalent and (2) Minimum period of one year experience in relevant field.	---

APPENDIX 'C'

(see rule 7)

Serial Number	Name of the Post	Nature of Penalty/or Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
01. 02. 03. 04.	Sports Nutritionist Sports Psychologist Yoga Expert Physical Sports Trainer	**MINOR PENALTIES** (i) Censure (ii)Withholding of his promotions. (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by him to the Government by negligence or breach or orders. (iv) Withholding of increments of pay. **MAJOR PENALTIES** (v) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay. (vi) Reduction of a lower time scale of pay, grade post, or service which shall ordinarily be a bar to the	Director Sports Medicine	Administrative Secretary

		promotions of Government employee to the time scale of pay grade post or service from which he was reduced with or without further directions, regarding conditions of restoration to that grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service. (vii) Compulsory retirement. (viii) Removal from service which shall not be a disqualification for further employment under the Government. (ix) Dismissal from service which shall ordinarily be disqualification for further employment under the Government.		

APPENDIX 'D'
[See rule 8]
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

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[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4]Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

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[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc. –** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

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[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals**- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1]Amended vide Punjab Government Notification No. G.S.R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A.** Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[3]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	
OR	
Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer**- No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and

(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services**-

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax -** Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

Group 'A'	:	Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
Group 'B'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
Group 'C'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No. G.S.R. 38 /Const./Art.309/2024.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and common conditions of service of the persons appointed to the Punjab Sports Medical Cadre (Group C)Service Rules, namely :-

RULES

1. **Short title, commencement and application.**–(1) These rules may be called the Punjab Sports Medical Cadre (Group C) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.–**(i) In these rules, unless the context otherwise requires, -

(a) "Appendix" means an appendix appended to these rules;

(b) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(c) "Director" means the Director of Sports Medicine, Punjab;

(d) "Government" means the Government of Punjab in the Department of Sports and Youth Services; and

(e) "Service" means the Punjab Sports Medical Cadre Service;

(ii) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts**.– The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.–** Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.–The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time and the selection system, pay and allowances shall be equivalent to the Punjab Civil Medical Services (PCMS). The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.– (1) All appointments to the Service shall be made in the manner specified in Appendix 'B';

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Govt. of India.

(2) The Ex-service staffs or officials from military or paramilitary or central institutions may be appointed directly by the government.

(3) Member of service in Appendix 'B'appointment under rule 6 para (ii) may be made provisionally on the basis of experience certificate from Sports Medicine In-charge Doctor that the official has requisite practical knowledge and experience

However, the official shall be required to get necessary educational qualification within the minimum period required for the same, along with an additional grace period of two years, failing which the provisional appointment shall stand terminated. Upon obtaining the requisite educational qualification the provisional appointment shall converted to "appointment on regular basis" with effect from the date of declaration of result by the recognized university or institution.

(iv) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Retirement age: 58 years. 62 years in case of those running academic courses.

8. Discipline, punishment and appeal.– (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C' .

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.– (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

10. Interpretation.– If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'
(see rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay for the members of the Service recruited on or after 17.07.2020.
		Permanent	Total	
1	2	3	5	6
1.	Pharmacist	01	01	(level 5) 29200/-
2.	Lab Technician	02	02	(level -5) 29200/-
3.	Accupressurist	01	01	(level 4) 25500/-
4.	Sports Physiotherapist	23	23	(level 4) 25500/-
5.	Sports Physio Therapist Assistant	23	23	(level 3) 21700/-
6.	Sports Physiologist Assistant	01	01	(level 3) 21700/-
7.	Anthropometry Assistant	01	01	(level 3) 21700/-
8.	Bio Mechanic Assistant	13	13	(level 3) 21700/-
9.	Nursing Assistant/ Clinic Assistant	13	13	(level 3) 21700/-
10.	ECG technician	01	01	(level 3) 21700/-
11.	Data analyst	01	01	(level 2) 19900/-

APPENDIX 'B'

(see rule 6)

Serial Number	Designation of the posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	**Promotion**	**Direct Appointment**	**Promotion**
1	**2**	**3**	**4**	**5**	**6**
1.	Pharmacist	hundred percent	---	(1) he must possess D. Pharmacy / B. Pharmacy from a recognized university or an institution. (2) Should have passed the three months practical training in an institution approved by the Pharmacy Council of India set up under Pharmacy Act 1948; and (3) Should be registered as Pharmacist with the Punjab Pharmacy Council set up under the Pharmacy Act 1948; (4) Minimum experience of five years in State or Central Government hospital as a pharmacist.	---
2.	Lab Technician	hundred percent	---	(1)B.sc (MLT) Medical Lab Technician from a recognized university or an institution or any equivalent degree; (2) Minimum period of two year experience in clinical Lab	---

3.	Acupressurist	hundred percent	---	(1) Bachelor's Degree in any stream from recognized university or institution; (2)Diploma/ Certificate course of minimum six months in acupressure from recognized university or institution or any equivalent (3) Minimum period of one year experience as acupressure tutor.	---
4.	Sports Physio Therapist	hundred percent	---	(1) Bachelor's of Physiotherapy (BPT) from a recognized university/ institution with five years experience in sports physiotherapy or (2) Masters in sports physiotherapy (MPT) from a recognized university/ institution as a full time regular candidate.	---
5.	Sports Physio Therapist Assistant	hundred percent	---	(1) Bachelor's in Physiotherapy from a recognized University or institution or any equivalent degree. (2) Minimum period of one year experience in sports Physiotherapy.	---
6.	Sports Physiologist Assistant	hundred percent	---	(1) Bachelor's in Science (Medical) from a recognized university or institute; (2) Minimum period of one year experience in sports Physiology Lab.	---
7.	Anthropometry Assistant	hundred percent	---	(1) Bachelor's in Anthropometry from a recognized	---

				university or institution or any equivalent degree; (2) Minimum period of one year experience in anthropometric Lab.	
8.	Bio Mechanic Assistant	hundred percent	---	(1) B.sc Non medical / B.sc Biophysics. Preference will be given to the B.sc biophysics from a recognized university or institution or any equivalent degree; (2) Minimum period of one year experience in certified biomechanics Lab.	---
9.	Nursing Assistant/Clinic Assistant	hundred percent	---	(1) Diploma in multipurpose health worker from a recognized university or institution or any equivalent degree; (2) Minimum period of one year experience in hospital.	---
10.	ECG Technician	hundred percent	---	(1) Diploma in ECG technology/ technician from a recognized University or institution or any equivalent degree: (2) Minimum period of one experience in hospital.	---
11.	Data analyst	hundred percent	---	(1) Bachelors in Statistics or equivalent degree from a recognized university or institution; (2) Minimum one year experience in Data analysis. (3) One year basic course of computer.	---

APPENDIX 'C'

(see rule 7)

Serial Number	Name of the Post	Nature of Penalty/or Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
		MINOR PENALTIES		
01. 02. 03. 04. 05. 06. 07. 08. 09. 10. 11.	Pharmacist Lab Technician Accupressurist Data analyst Sports Physiotherapist Sports Physiotherapist Assistant Sports Physiologist Assistant Anthropometry Assistant Bio Mechanic Assistant Nursing Assistant/Clinic Assistant ECG Technician	(i) Censure (ii)Withholding of his promotions. (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by him to the Government by negligence or breach or orders. (iv) Withholding of increments of pay. **MAJOR PENALTIES** (v) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay. (vi) Reduction of a lower time scale of pay, grade	Director Sports Medicine	Administrative Secretary

		post, or service which shall ordinarily be a bar to the promotions of Government employee to the time scale of pay grade post or service from which he was reduced with or without further directions, regarding conditions of restoration to that grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service. (vii) Compulsory retirement. (viii) Removal from service which shall not be a disqualification for further employment under the Government. (ix) Dismissal from service which shall ordinarily be disqualification for further employment under the Government.		

APPENDIX 'D'
[See rule 8]
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4][Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

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[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc.** – Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

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[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer**- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve**- A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals**- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination**- Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1]Amended vide Punjab Government Notification No. G.S.R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A**. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G S R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and

(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services-**

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax -** Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

" " APPENDIX"

(See rule 2)

Group ' A'	:	Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ' A' .
Group ' B'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
Group ' C'	:	Posts in initial entry revised scales of p ay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO G.S.R.115/Const./Art 309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL

(PERSONNEL POLICIES-1 BRANCH)

Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

Part III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No. G.S.R.39/Const./Art.309/2024.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Outstanding Sportspersons (Group A) Service Rules, namely :-

RULES

1. **Short title, commencement and application.–** (1)These rules may be called the Punjab Outstanding Sportspersons (Group A) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall be applicable to the outstanding sports person appointed under these rules.

(4) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.-**(1)In these rules, unless the context otherwise requires, -

(a) "Cadre" means an Outstanding Sports Person Cadre created under these rules.

(b) "Competent authority" means the Administrative Secretary to Government of Punjab, Department of Sports and Youth Services.

(c) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(d) "Appendix" means an appendix appended to these rules;

(e) "Director" means the Director of Sports, Punjab;

(f) "Government" means the Government of the State of Punjab in the Department of Sports and Youth Services;

(f) "Service" means the Punjab Outstanding Sports Person Cadre Service.

(g) "Outstanding Sportsperson" means a person who had given extraordinary performance and has won a medal for India in,-

(i) Olympic Games organized by the International Olympic Committee; or

(ii) Asian Games organized by the Asian Games Council; or

(iii) World Cup or World Championships organized by the concerned international federation once every four years in events included in the Olympic Games only;

(g) "National Sports Federation" means a registered national level sports body, known as a Federation or in any other name, duly recognized by the Ministry of Youth Affairs and Sports, Government of India;

(h) "person" means an outstanding sportsperson who won medal or participated in sports tournament as mentioned in Schedule-I and Schedule-II. According to these rules, sports achievements of players of Punjab state shall be considered with effect from 01.01.2016. In a special case, if the sports achievements of the player are prior to 01.01.2016, then, his case will only be considered at the Government level.

(i) "provisional appointment" means appointment to a post by direct recruitment subject to obtaining requisite educational qualifications prescribed for the same within requisite period admissible under these rules, failing which the appointment shall stand terminated;

(j) "recognized university" means–

(i) any university in corporate by law in India; or

(ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;

(l) "Schedule" means a Schedule appended to these rules;

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A'.

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority**.-Appointments to the Service shall be made by the Government.

5. **Pay of members of the Service** -The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. **Method of appointment, qualifications and experience** - (1) All appointments to the Service shall be made in the manner specified in Appendix 'B' and as per schedule I (Individual Events) and II (Team events):

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he/she possesses the qualification and experience, as specified against the post in Appendix 'B'.

(i) The Individual Event medalist will be placed ahead of the team game medalist on sports merit. In case of a tie, candidate who will have more number of medals/ Participations in national/ International competition would be given preference.

(ii) In case of a team event, a person shall be considered for appointment to a post as per Schedule-II, provided that he/she has participated in not less than 35percent of the matches played by the team in that tournament.

(iii). A person who does not possess the requisite qualifications and experience shall be appointed on provisional basis, Provided he/she has obtain the requisite educational qualification within the minimum period required for the same along with an additional period of two years, failing which the provisional appointment shall be stand terminated. On obtaining the requisite educational qualification as per Appendix 'B', the provisional appointment shall be converted to "appointment on regular basis" with effect from the date of declaration of result by the recognized university or institution:

Provided that Incase of extraordinary performance by a person, relaxation in the educational qualification may be granted by the competent authority on the recommendations of the committee to be constituted by Government under the

Chairmanship of Minister-in-charge for this purpose; however, no relaxation shall be admissible in case of Punjabi as one of the subjects in matric or higher education.

(3) An eligible person shall submit an application form along with proof of outstanding sports achievement duly signed by the President or Secretary General of the National Sports Federation of the concerned game, date of birth and such other additional information as may be sought by the State Government.

(i) The Director shall forward the applications to the Government for appointment to a post admissible under these rules after verification of original documents within 30 days of receipt of application from a person.

(ii) The Government shall forward the case to the competent authority for approval. On the receipt of approval from the competent authority, the appointing authority shall issue the letter of appointment on regular or provisional basis, as the case may be.

(iii) The posts as per Appendix-A shall remain outside the purview of the Punjab Public Service Commission/Punjab Subordinate Service Selection Board.

(4) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service(Punishment and Appeal)Rules,1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules,1994- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules,1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1(4), 3and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay for the member of service recruited on or after 17.07.2020
		Permanent	Temporary	Total	
1	2	3	4	5	7
01.	Deputy Director, (OSP) (Group-A)	40	--	40	56100/- (Level-10)

APPENDIX 'B'
(See rule6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
01	Deputy Director Sports (OSP) (Group-A)	Fifty percent	Fifty Percent	(i)Graduation in any stream from a recognized University or an Institution or equivalent; and (ii)Punjabi as one of the subject in Matric or Higher education.	From amongst the Senior Coach(OSP) who have an experience of working as such for a minimum period of eight years.

SCHEDULE-I
(INDIVIDUAL EVENT)

S. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group B
	Paralympics	IPC	Group B	Group B	Group B	Nil
2	Asian Games	OCA	Group A	Group B	Group B	Group C
	Asian Para Games	APC	Group B	Group C	Group C	Nil
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group B	Group C
4	World Cup/ Championship (Every 2 years) (Sports events included inthe Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group B	Group B	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	Group C	---
6	World University Games (Sports events included in Olympic Games)	IUSF	Group B	Group C	Group C	---
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group B	Group C	Group C	Nil
8	Deaflympics/ 4 years Deaf-World Cup/ Championship/ 4 years Para World Cup/ Championship (Sports events included in Olympic Games only)	ICSD/ IPC	Group B	Group C	Group C	Nil
10	South Asian Games	SAGF	Group C	---	---	Nil
11	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationalOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University SportsFederation
ICSD- International Committee of Sports for theDeaf
SAGF- South Asian GamesFederation
IOA- Indian OlympicAssociation

SCHEDULE –II
(TEAM EVENT)

Sr. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group C
	Paralympics	IPC	Group B	Group B	Group B	—
2	Asian Games	OCA	Group B	Group B	Group C	Group C
	Asian Para Games	APC	Group C	Group C	Group C	—
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group C	Group C
4	World Championship (Every 2 years) (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group C	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group C	Group C	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	—	Nil
6	World University Games (Sports events included in Olympic Games)	IUSF	—	—	—	Nil
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group C	Group C	Group-C	Nil
8	Deaflympics/ 4 years World Cup/ Championship/ Circle Kabaddi 4 years Asian Championship (Sports events included in Olympic Games only)	ICSD	Group C	Group C	Group C	Nil
9	South Asian Games	SAGF	Group C	—	—	Nil
10	4-year Blind Cricket World Cup	WBCC	—	—	—	Nil
11	Ranji Trophy(Cricket)	BCCI	Group C	_----	-----	----
12	4 years World Cup/2years Asian Championship(Circle Kabbadi)	International Kabbadi Federation	Group C	Group C	Nil	Nil
13	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University Sports Federation
ICSD- International Committee of Sports for theDeaf
SAGF-South Asian GamesFederation
WBCC- World Blind CricketCouncil
BCCI- Board of Control for Cricket inIndia
IOA- Indian Olympic Association

APPENDIX-C

(Rule-7)

SerialNumber	DesignationofPosts	AppointingAuthority	NatureofPenalty	Authorityempoweredto imposepenalty	Appellateauthority
1	2	3	4	5	6
1.	Deputy Director (OSP) (Group-A)	Government	**I. MINORPENALTIES-** As prescribed in Punjab Civil Services(PunishmentandAppeals)Rules, 1970 **II. MAJORPENALITIES-** As prescribed in Punjab Civil Services(PunishmentandAppeals)Rules, 1970	Administrative Secretary	Minister Incharge

Annexure I

Game wise breakup of posts is as follow:-

Sr. No.	Game	Junior Coach	Coach	Senior Coach	Total
1.	Athletics	16	8	5	29
2.	Archery	10	5	3	18
3.	Badminton	10	5	3	18
4.	Basketball	10	5	3	18
5.	Boxing	10	5	3	18
6.	Body Building	4	2	1	07
7.	Cricket	5	3	2	10
8.	Cycling	5	3	2	10
9.	Canoeing	5	3	2	10
10.	Equestrian	4	2	1	07
11.	Foot Ball	15	8	4	27
12.	Fencing	6	3	2	11
13.	Gymnastic	10	5	3	18
14.	Hand Ball	5	3	2	10
15.	Hockey	12	7	3	22
16.	Judo	5	3	2	10
17.	Kabaddi	10	5	3	18
18.	KhoKho	5	3	2	10
19.	Lawn Tennis	5	3	2	10
20.	Net Ball	4	2	1	7
21.	Power Lifting	5	3	2	10
22.	Rowing	5	3	2	10
23.	Roller Skating	10	4	3	17
24.	Swimming	16	8	4	28
25.	Shooting	11	6	3	20
26.	Soft Ball	5	3	2	10
27.	Table Tennis	5	2	2	09
28.	Volley Ball	15	8	4	27
29.	Weight Lifting	11	5	3	19
30.	Wrestling	12	6	3	21
	Total	251	131	78	460

APPENDIX 'D'
[See rule 8]
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4][Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

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[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc. –** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

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[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer**- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1]Amended vide Punjab Government Notification No. G.S.R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A**. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[3]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art 309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and
(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services-**

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion –** In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax -** Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

" " APPENDIX"

(See rule 2)

Group ' A'	:	Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ' A' .
Group ' B'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
Group ' C'	:	Posts in initial entry revised scales of p ay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL

(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No.G.S.R.40/Const./Art.309/2024.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Outstanding Sportspersons (Group B) Service Rules, namely :-

RULES

1. **Short title, commencement and application** – (1)These rules may be called the Punjab Outstanding Sportspersons (Group B) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) These rules shall be applicable to the outstanding sports person appointed under these rules.

(4) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.**-(1) In these rules, unless the context otherwise requires, -

(a) "Cadre" means an Outstanding Sports Person Cadre (OSP Cadre) created under these rules.

(b) "Competent authority" means the Administrative Secretary to Government of Punjab, Department of Sports and Youth Services.

(c) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(d) "Appendix" means an appendix appended to these rules;

(e) "Director" means the Director of Sports, Punjab;

(f) "Government" means the Government of the State of Punjab in the Department of Sports and Youth Services;

(g) "Service" means the Punjab Outstanding Sports Person Cadre Service;

(h) "Outstanding Sportsperson" means a person who had given extraordinary performance and has won a medal for India in,-

(i) Olympic Games organized by the International Olympic Committee; or

(ii) Asian Games organized by the Asian Games Council; or

(iii) World Cup or World Championships organized by the concerned international federation once every four years in events included in the Olympic Games only;

(i) "National Sports Federation" means a registered national level sports body, known as a Federation or in any other name, duly recognized by the Ministry of Youth Affairs and Sports, Government of India;

(j) "person" means an outstanding sportsperson who won medal or participated in sports tournament as mentioned in Schedule-I and Schedule-II. According to these rules, sports achievements of players of Punjab state shall be considered w.e.f. 01.01.2016. In a special case, if the sports achievements of the player are prior to 01.01.2016, then his case will only be considered at the government level.

(k) "provisional appointment" means appointment to a post by direct recruitment subject to obtaining requisite educational qualifications prescribed for the same within requisite period admissible under these rules, failing which the appointment shall stand terminated;

(l) "recognized university" means–

(i) any university incorporated by law in India; or

(ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;

(m) "Schedule" means a Schedule appended to these rules;

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A': The breakup posts of coaches amongst various games are Annexure I.

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority**.-Appointments to the Service shall be made by the Government.

5. **Pay of members of the Service** -The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. **Method of appointment, qualifications and experience** - (1) All appointments to the Service shall be made in the manner specified in Appendix 'B' and as per schedule I (Individual Events) and II (Team events);

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he/she possesses the qualification and experience, as specified against the post in Appendix 'B'.

(i) The Individual Event medalist will be placed ahead of the team game medalist on sports merit. In case of a tie, candidate who will have more number of medals/ Participations in national/ International competition would be given preference.

(ii) In case of a team event, a person shall be considered for appointment to a post as per Schedule-II, provided that he has participated in not less than 35 percent of the matches played by the team in that tournament.

(iii) A person who does not possess the requisite qualifications and experience shall be appointed on provisional basis, Provided he/she has obtain the requisite educational qualification within the minimum period required for the same along with an additional period of two years, failing which the provisional appointment shall be stand terminated. On obtaining the requisite educational qualification as per Appendix 'B' column no 5, the provisional appointment shall

be converted to "appointment on regular basis" with effect from the date of declaration of result by the recognized university or institution:

Provided that in case of extraordinary performance by a person, relaxation in the educational qualification may be granted by the competent authority on the recommendations of the committee to be constituted by Government under the Chairmanship of Minister-in-charge for this purpose; however, no relaxation shall be admissible in case of Punjabi as one of the subjects in matric or higher education.

(3) An eligible person shall submit an application form along with proof of outstanding sports achievement duly signed by the President or Secretary General of the National Sports Federation of the concerned game, date of birth and such other additional information as may be sought by the State Government.

(i) The Director shall forward the applications to the Government for appointment to a post admissible under these rules after verification of original documents within 30 days of receipt of application from a person.

(ii) The Government shall forward the case to the competent authority for approval. On the receipt of approval from the competent authority, the appointing authority shall issue the letter of appointment on regular or provisional basis, as the case may be.

(iii) The posts as per Appendix-A shall remain outside the purview of the Punjab Public Service Commission/Punjab Subordinate Service Selection Board.

(4) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C' .

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules,1994- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules,1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1 (4), 3and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay for the member of service recruited on or after17.07.2020
		Permanent	Temporary	Total	
1	2	3	4	5	7
01.	Senior Coach (OSP) (Group-B)	78	-	78	--
02.	Coach (OSP) (Group-B)	131	--	131	35400/- (Level-6)

APPENDIX 'B'
(See rule6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
01	Senior Coach (OSP) (Group-B)	--	hundred Percent	--	From amongst the Coach (OSP) who have an experience of working as such for a minimum period of five years.
02	Coach (OSP) (Group-B)	fifty Percent	fifty Percent	(i) Graduation in any stream from a recognized University or an Institution or equivalent; and (ii)Punjabi as one of the subject in Matric or Higher education.	From amongst the Junior Coach (OSP) who have an experience of working as such for a minimum period of Seven years.

SCHEDULE-I
(INDIVIDUAL EVENT)

S. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group B
	Paralympics	IPC	Group B	Group B	Group B	Nil
2	Asian Games	OCA	Group A	Group B	Group B	Group C
	Asian Para Games	APC	Group B	Group C	Group C	Nil
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group B	Group C
4	World Cup/ Championship (Every 2 years) (Sports events included inthe Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group B	Group B	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	Group C	---
6	World University Games (Sports events included in Olympic Games)	IUSF	Group B	Group C	Group C	---
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group B	Group C	Group C	Nil
8	Deaflympics/ 4 years Deaf-World Cup/ Championship/ 4 years Para World Cup/ Championship (Sports events included in Olympic Games only)	ICSD/ IPC	Group B	Group C	Group C	Nil
10	South Asian Games	SAGF	Group C	---	---	Nil
11	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationalOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University SportsFederation
ICSD- International Committee of Sports for theDeaf
SAGF- South Asian GamesFederation
IOA- Indian OlympicAssociation

SCHEDULE –II
(TEAM EVENT)

Sr. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group C
	Paralympics	IPC	Group B	Group B	Group B	—
2	Asian Games	OCA	Group B	Group B	Group C	Group C
	Asian Para Games	APC	Group C	Group C	Group C	—
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group C	Group C
4	World Championship (Every 2 years) (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group C	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group C	Group C	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	—	Nil
6	World University Games (Sports events included in Olympic Games)	IUSF	—	—	—	Nil
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group C	Group C	Group-C	Nil
8	Deaflympics/ 4 years World Cup/ Championship/ Circle Kabaddi 4 years Asian Championship (Sports events included in Olympic Games only)	ICSD	Group C	Group C	Group C	Nil
9	South Asian Games	SAGF	Group C	—	—	Nil
10	4-year Blind Cricket World Cup	WBCC	—	—	—	Nil
11	Ranji Trophy(Cricket)	BCCI	Group C	-----	-----	----
12	4 years World Cup/2years Asian Championship(Circle Kabbadi)	International Kabbadi Federation	Group C	Group C	Nil	Nil
13	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University Sports Federation
ICSD- International Committee of Sports for theDeaf
SAGF-South Asian GamesFederation
WBCC- World Blind CricketCouncil
BCCI- Board of Control for Cricket inIndia
IOA- Indian Olympic Association

APPENDIX-C

(Rule-7)

Serial Number	Designation of Posts	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1.	Senior Coach (OSP) (Group-B)	Government	**I. MINOR PENALTIES-** As prescribed in Punjab Civil Services (Punishment and Appeals) Rules, 1970	Director	Administrative Secretary
2.	Coach (OSP) (Group-B)	Government	**II. MAJOR PENALITIES-** As prescribed in Punjab Civil Services (Punishment and Appeals)Rules,1970	Administrative Secretary	Minister Incharge

Annexure I

Game wise breakup of posts is as follow:-

Sr. No.	Game	Junior Coach	Coach	Senior Coach	Total
1.	Athletics	16	8	5	29
2.	Archery	10	5	3	18
3.	Badminton	10	5	3	18
4.	Basketball	10	5	3	18
5.	Boxing	10	5	3	18
6.	Body Building	4	2	1	07
7.	Cricket	5	3	2	10
8.	Cycling	5	3	2	10
9.	Canoeing	5	3	2	10
10.	Equestrian	4	2	1	07
11.	Foot Ball	15	8	4	27
12.	Fencing	6	3	2	11
13.	Gymnastic	10	5	3	18
14.	Hand Ball	5	3	2	10
15.	Hockey	12	7	3	22
16.	Judo	5	3	2	10
17.	Kabaddi	10	5	3	18
18.	KhoKho	5	3	2	10
19.	Lawn Tennis	5	3	2	10
20.	Net Ball	4	2	1	7
21.	Power Lifting	5	3	2	10
22.	Rowing	5	3	2	10
23.	Roller Skating	10	4	3	17
24.	Swimming	16	8	4	28
25.	Shooting	11	6	3	20
26.	Soft Ball	5	3	2	10
27.	Table Tennis	5	2	2	09
28.	Volley Ball	15	8	4	27
29.	Weight Lifting	11	5	3	19
30.	Wrestling	12	6	3	21
	Total	251	131	78	460

APPENDIX 'D'

[See rule 8]

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL

(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4][Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

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[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc. –** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art 309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer**- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve**- A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals**- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination**- Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance**- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1] Amended vide Punjab Government Notification No. G S R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A**. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he— (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute. (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer. (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and (ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute. (iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer**- No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and
(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services-**

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion –** In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

" " APPENDIX"

(See rule 2)

Group ' A'	:	Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ' A' .
Group ' B'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
Group ' C'	:	Posts in initial entry revised scales of p ay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO G S R 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

3169/ 8-2024/Pb. Govt. Press, S.A.S. Nagar

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF SPORTS AND YOUTH SERVICES

NOTIFICATION

The 19th August, 2024

No.G.S.R.41/Const./Art.309/2024.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and common conditions of service of the persons appointed to the Punjab Outstanding Sportspersons (Group C) Service Rules, namely :-

RULES

1. **Short title, commencement and application –** (1) These rules may be called the Punjab Outstanding Sportspersons (Group C) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) These rules shall be applicable to the outstanding sports person appointed under these rules.

(4) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.**-(1) In these rules, unless the context otherwise requires, -

(a) "Cadre" means an Outstanding Sports Person Cadre (OSP Cadre) created under these rules.

(b) "Competent authority" means the Administrative Secretary to Government of Punjab, Department of Sports and Youth Services.

(c) "Administrative Secretary" means Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department.

(d) "Appendix" means an appendix appended to these rules;

(e) "Director" means the Director of Sports, Punjab;

(f) "Government" means the Government of the State of Punjab in the Department of Sports and Youth Services;

(f) "Service" means the Punjab Outstanding Sports Person Cadre Service;

(g) "Outstanding Sportsperson" means a person who had given extraordinary performance and has won a medal for India in,-

(i) Olympic Games organized by the International Olympic Committee; or

(ii) Asian Games organized by the Asian Games Council; or

(iii) World Cup or World Championships organized by the concerned international federation once every four years in events included in the Olympic Games only;

(h) "National Sports Federation" means a registered national level sports body, known as a Federation or in any other name, duly recognized by the Ministry of Youth Affairs and Sports, Government of India;

(i) "person" means an outstanding sportsperson who won medal or participated in sports tournament as mentioned in Schedule-I and Schedule-II. According to these rules, sports achievements of players of Punjab state shall be considered w.e.f. 01.01.2016. In a special case, if the sports achievements of the player are prior to 01.01.2016, then his case will only be considered at the government level.

(j) "provisional appointment" means appointment to a post by direct recruitment subject to obtaining requisite educational qualifications prescribed for the same within requisite period admissible under these rules, failing which the appointment shall stand terminated;

(k) "recognized university" means–

(i) any university incorporated by law in India; or

(ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules; and

(l) "Schedule" means a Schedule appended to these rules;

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A': The breakup posts of coaches amongst various games are Annexure I.

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority**.-Appointments to the Service shall be made by the Government.

5. **Pay of members of the Service** -The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. **Method of appointment, qualifications and experience** - (1) All appointments to the Service shall be made in the manner specified in Appendix 'B' and as per schedule I (Individual Events) and II (Team events):

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he/she possesses the qualification and experience, as specified against the post in Appendix 'B'.

(i) The Individual Event medalist will be placed ahead of the team game medalist on sports merit. In case of a tie, candidate who will have more number of medals/ Participations in national/ International competition would be given preference.

(ii) In case of a team event, a person shall be considered for appointment to a post as per Schedule-II, provided that he has participated in not less than 35 percent of the matches played by the team in that tournament.

(iii). A person who does not possess the requisite qualifications and experience shall be appointed on provisional basis, Provided he/she has obtain the requisite educational qualification within the minimum period required for the same along with an additional period of two years, failing which the provisional appointment shall be stand terminated. On obtaining the requisite educational qualification as per Appendix 'B' column no 5, the provisional appointment shall be converted to "appointment on regular basis" with effect from the date of declaration of result by the recognized university or institution:

Provided that in case of extraordinary performance by a person, relaxation in the educational qualification may be granted by the competent authority on the

recommendations of the committee to be constituted by the Government under the chairmanship of Minister-in-charge for this purpose; however, no relaxation shall be admissible in case of Punjabi as one of the subjects in matric or higher education.

(3) An eligible person shall submit an application form along with proof of outstanding sports achievement duly signed by the President or Secretary General of the National Sports Federation of the concerned game, date of birth and such other additional information as may be sought by the State Government.

(i) The Director shall forward the applications to the Government for appointment to a post admissible under these rules after verification of original documents within 30 days of receipt of application from a person.

(ii) The Government shall forward the case to the competent authority for approval. On the receipt of approval from the competent authority, the appointing authority shall issue the letter of appointment on regular or provisional basis, as the case may be.

(iii) The posts as per Appendix-A shall remain outside the purview of the Punjab Public Service Commission/ Punjab Subordinate Service Selection Board.

(4) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service(Punishment and Appeal)Rules,1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal)) Rules, 1970 shall be as per Appendix 'C' .

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(see rules 1(4), 3and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay for the member of service recruited on or after 17.07.2020
		Permanent	Temporary	Total	
1	2	3	4	5	7
01.	Junior Coach (OSP) (Group-C)	251	--	251	35400/- (Level-6)

APPENDIX 'B'
(See rule6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
01	Junior Coach (OSP) (Group-C)	Hundred Percent	--	(i)Graduation in any stream from a recognized University or an Institution or equivalent; and (ii)Punjabi as one of the subject in Matric or Higher education.	--

SCHEDULE-I
(INDIVIDUAL EVENT)

S. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group B
	Paralympics	IPC	Group B	Group B	Group B	Nil
2	Asian Games	OCA	Group A	Group B	Group B	Group C
	Asian Para Games	APC	Group B	Group C	Group C	Nil
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group B	Group C
4	World Cup/ Championship (Every 2 years) (Sports events included inthe Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group B	Group B	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	Group C	---
6	World University Games (Sports events included in Olympic Games)	IUSF	Group B	Group C	Group C	---
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group B	Group C	Group C	Nil
8	Deaflympics/ 4 years Deaf-World Cup/ Championship/ 4 years Para World Cup/ Championship (Sports events included in Olympic Games only)	ICSD/ IPC	Group B	Group C	Group C	Nil
10	South Asian Games	SAGF	Group C	---	---	Nil
11	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationalOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University SportsFederation
ICSD- International Committee of Sports for theDeaf
SAGF- South Asian GamesFederation
IOA- Indian OlympicAssociation

SCHEDULE –II
(TEAM EVENT)

Sr. No.	Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
1	Olympic Games	IOC	Group A	Group A	Group B	Group C
	Paralympics	IPC	Group B	Group B	Group B	—
2	Asian Games	OCA	Group B	Group B	Group C	Group C
	Asian Para Games	APC	Group C	Group C	Group C	—
3	4-year World Cup/ Championship (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group B	Group B	Group C	Group C
4	World Championship (Every 2 years) (Sports events included in the Olympic Games only)	International Federation of concerned game recognized by IOC	Group C	Group C	Group C	Nil
5	Commonwealth Games	CGF	Group C	Group C	Group C	Nil
	Commonwealth Para games	CGF	Group C	Group C	—	Nil
6	World University Games (Sports events included in Olympic Games)	IUSF	—	—	—	Nil
7	4-years Asian Championship (Sports events included in Olympic Games only)	Asian Federation of concerned game affiliated to OCA or International Federation recognized by IOC	Group C	Group C	Group-C	Nil
8	Deaflympics/ 4 years World Cup/ Championship/ Circle Kabaddi 4 years Asian Championship (Sports events included in Olympic Games only)	ICSD	Group C	Group C	Group C	Nil
9	South Asian Games	SAGF	Group C	—	—	Nil
10	4-year Blind Cricket World Cup	WBCC	—	—	—	Nil
11	Ranji Trophy(Cricket)	BCCI	Group C	_-----	-----	----
12	4 years World Cup/2years Asian Championship(Circle Kabbadi)	International Kabbadi Federation	Group C	Group C	Nil	Nil
13	National Games	IOA	Group C	Group C	Group C	Nil

Abbreviations Used:

IOC- InternationOlympicCommittee
IPC- InternationalParalympicsCommittee
OCA- Olympic CouncilOfAsia
APC – AsianParalympicCommittee
CGF – Commonwealth Games Federation
IUSF- International University Sports Federation
ICSD- International Committee of Sports for theDeaf
SAGF-South Asian GamesFederation
WBCC- World Blind CricketCouncil
BCCI- Board of Control for Cricket inIndia
IOA- Indian Olympic Association

APPENDIX-C

(Rule-7)

SerialNumber	DesignationofPosts	AppointingAuthority	NatureofPenalty	Authorityempoweredto imposepenalty	Appellateauthority
1	2	3	4	5	6
1.	Junior Coach (OSP) (Group-C)	Director	I. MINORPENALTIES- As prescribed in Punjab Civil Services(PunishmentandAppeals)Rules, 1970 II. MAJORPENALITIES- As prescribed in Punjab Civil Services(PunishmentandAppeals)Rules,1970	Director	Administrative Secretary

Annexure I

Game wise breakup of posts is as follow:-

Sr. No.	Game	Junior Coach	Coach	Senior Coach	Total
1.	Athletics	16	8	5	29
2.	Archery	10	5	3	18
3.	Badminton	10	5	3	18
4.	Basketball	10	5	3	18
5.	Boxing	10	5	3	18
6.	Body Building	4	2	1	07
7.	Cricket	5	3	2	10
8.	Cycling	5	3	2	10
9.	Canoeing	5	3	2	10
10.	Equestrian	4	2	1	07
11.	Foot Ball	15	8	4	27
12.	Fencing	6	3	2	11
13.	Gymnastic	10	5	3	18
14.	Hand Ball	5	3	2	10
15.	Hockey	12	7	3	22
16.	Judo	5	3	2	10
17.	Kabaddi	10	5	3	18
18.	KhoKho	5	3	2	10
19.	Lawn Tennis	5	3	2	10
20.	Net Ball	4	2	1	7
21.	Power Lifting	5	3	2	10
22.	Rowing	5	3	2	10
23.	Roller Skating	10	4	3	17
24.	Swimming	16	8	4	28
25.	Shooting	11	6	3	20
26.	Soft Ball	5	3	2	10
27.	Table Tennis	5	2	2	09
28.	Volley Ball	15	8	4	27
29.	Weight Lifting	11	5	3	19
30.	Wrestling	12	6	3	21
	Total	251	131	78	460

APPENDIX 'D'
[See rule 8]
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in [1][Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

c) "Commission" means the Punjab Public Service Commission;

d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

f) "recognised university or institution" means,-

i) any university or institution incorporated by law in any of the State of India; or

ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;

g) [1]["Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

[1]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[1][(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

[1] Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. - No person;-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- [1][(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the [4][Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

[2][(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[3] **[5A. Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

[1]Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[2]Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

[3]Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

[4]Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. **Qualification etc. –** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

[1]{Provided that where appointment of [2][Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered [2] [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. **Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of [4] [three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding [3] [one] and a half years from the date of appointment, it may,-

(a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-
(i) revert him to his former post; or
(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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[1]Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

[2]Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

[3]Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

[4]Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[1][Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

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[1]Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2017, dated 04th October, 2017.

[1] [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer**- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. **Liability to serve**- A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals**- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

    (2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination**- Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance**- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[1]Amended vide Punjab Government Notification No. G.S.R. 11/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

[1] [**14A**. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	**Promotion**
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, [2][passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).	From amongst the clerks, who have an experience of working as such for a minimum period of [3][four years].

[1]Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.
[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.
[3]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][15. Minimum Educational and other qualifications:-

(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii)Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, [2](passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

[1]Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

[2]Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

[2]Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[1][15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he— (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute. (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer. (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of [2][four years]; and (ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute. (iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

[1]Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

[2]Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

[1][16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer**- No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

(a) Possesses Bachelor's Degree from a recognised University or Institution; and
(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
(c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[2][17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to quality a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

[1]Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
[2]Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

[1][18. **Promotion to Group 'A' and Group 'B' Services**-

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion –** In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

[1] Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

" " APPENDIX"

(See rule 2)

Group ' A'	:	Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ' A' .
Group ' B'	:	Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
Group ' C'	:	Posts in initial entry revised scales of p ay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,
Chief Secretary to Government of Punjab.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Third Amendment) Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 5, in the second provision, for the words and sign "Punjab Government', the words "Punjab Government or any Board, Corporation, Commission or Authority under it", Shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 4th October, 2017

No.G.S.R. 44/Const./Art.309/Amd.(19)/2017- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 13th **September**, 2019

No.G.S.R. 31/Const./Art.309/Amd.(21)/2019- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15 A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted. in sub-rule (3), for the existing provision, the following provision shall be substituted, namely:-

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
Notification

The 28th October, 2022

No.G.S.R. 72/Const./Art.309/Amd.(22)/2022- In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjab Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person".

VIJAY KUMAR JANUJA,
Chief Secretary to Government of Punjab.

SARVJIT SINGH,
Special Chief Secretary to the Government of Punjab,
Department of Sports and Youth Services.

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